

**Guide to completing this claim form**

At Sovereign our aim is to process your claim in a timely manner. To help us, please ensure that you complete all the relevant sections and attach all the required information.

- > Complete sections 1, 2, 3 and 5
- > Attach any relevant medical information given by your GP, specialist, hospital or other medical provider. Sovereign will request any additional information that may be required
- > Certified copy of your birth certificate **or** passport **or** driver licence\*

\* The following can certify the document: Lawyer, Solicitor, Chartered Accountant, Sovereign Adviser, ASB Insurance Manager, Registered Medical Doctor, Justice of the Peace, Police Officer, Notary Public or anyone else by law authorised to administer an oath.

**1 Life assured claim details**

	Claim number	Policy number
Mr/Mrs/Miss/Ms (please circle)	Last Name	First Name(s)
Date of birth	/ /	
Mailing address		
Telephone	Home ( )	Mobile ( )
	Business ( )	
Email		

**2 Medical information questions (for completion by or on behalf of the life assured)**

(a) What is your current diagnosis/condition?	
(b) When was the diagnosis first made and by whom?	
(c) When did your symptoms first become apparent and what were they?	
(d) On what date did you first seek medical assistance for your claim/condition?	Date / /
(e) Have you ever previously suffered from the same, similar or related condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give full details including what the condition was, who you saw, and when it was?	
(f) Name and contact details of your current GP. (If your GP does not hold all your medical notes, please provide contact details of who does).	Name Medical practice Address Telephone number ( ) Fax number ( ) Email address

(g) Specialist details  
(continue on separate sheet  
if more than one specialist)

Name
Practice name
Specialty
Address
Telephone number (     )
Fax number (     )
Email address

(h) Hospital details

Name of hospital
Address
Telephone number (     )
Fax number (     )
Email address

(i) Please advise if any other  
settlement is/is or will be  
claimed in relation to this  
claim. Whether it be from  
a public or private insurer  
eg: ACC.

Name of insurer
Policy number
Contact person's name
Contact person's telephone number (     )
Contact person's fax number (     )
Contact person's email
Type of claim

### 3 Consent to disclose personal information

If you would like **Sovereign** to give details about you and your claim to any other person eg: your spouse, adviser, trusted family member, you must complete this section below:

Name of Person(s) that information is to be released to:	Last Name	First Name(s)
Their address		

#### Authorisation

I authorise **Sovereign** to release any of my personal information, and to discuss any details of my claim, including medical or financial details, with the above named Person(s).

Signature of life assured		Date	/	/
Please print full name of life assured				



#### 4 Consent

As part of an insurance claim with Sovereign, I, the Life Assured consent and give authority to Sovereign and any of its related companies and agents to request any of my medical or other personal information affecting my insurance or the assessment of my claim from any third party which Sovereign reasonably considers may hold that information. I also authorise those third parties to disclose that information to Sovereign, its advisers and reinsurers, and to any legal tribunal before which any question concerning my insurance may arise. Those third parties may include:

- Registered medical practitioners and Specialists (which may include an entire copy of my/our medical file)
- Medical laboratories and testing facilities
- Accident Compensation Corporation, governmental departments or bodies
- Advisers
- Insurers or reinsurers (whether public or private)
- Accountants
- Counsellors, psychologists and therapists, and
- any other person or organisation which holds information which is relevant to my insurance or the assessment of my claim.

I understand that the supply of the information gathered from the above sources is voluntary and that Sovereign may or may not seek information from the above agencies – whether they seek information is dependent on what information is required to make a decision on my Insurance. I understand that my personal information will only be held for as long as is necessary to achieve the purpose for which it was collected or longer if required by law.

I understand that my personal information will be stored at Sovereign's head office, 74 Taharoto Road, Takapuna and by Sovereign's data storage providers, including cloud-based data storage providers (whether in New Zealand or elsewhere). I understand that Sovereign will take reasonable steps to keep such information secure (whether in New Zealand or elsewhere).

I understand that Sovereign may be required to disclose my personal information if disclosure is required by law, including laws of other jurisdictions, for example to government and regulatory authorities. I understand access to and correction of my personal information may be requested by me.

#### 5 Declaration – important, please read carefully

I declare that all medical information pertaining to me and relevant to my insurance claim has been provided and disclosed to Sovereign.

I understand that failure to provide full disclosure of all medical information that Sovereign would deem as relevant in the assessment of my claim would be considered to be material misrepresentation and/or material non-disclosure and as such Sovereign is entitled to use legal remedy, should this occur.

I further understand that the medical information provided is the basis on which Sovereign will assess and manage my claim and I have fully disclosed all relevant information in the utmost good faith. I understand that failure to provide this information may result in my claim being declined or being unable to be assessed.

I declare that all the answers to questions in this form are true and complete. If any answer is not in my handwriting I declare that this has been written down at my dictation.

I further agree that a photocopy of this authority will be valid as an original

Please print full name  
of life assured

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Signature of life assured

	Date / /
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